

9 November 1981

Excerpts from ODP Staff Meeting - 6 November 1981 (U)

1. The DDA is establishing a long range planning program for the Directorate. Each office is to produce a 5-year plan, drawing as appropriate on existing planning documents. [] will be the contact point on this effort. (U)

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2. The DCI has asked for an additional weekly report from the directorates listing items of interest that are scheduled for the coming week. ODP's weekly report to the DDA will have a section on significant events anticipated in the coming week. (U)

3. There has been further discussion of the possible duplication of effort in the area of television taping and production. Another study of the problem will be made. (U)

4. ODP is 11.5% over its CFC goal. Mr. Johnson expressed his thanks to all those in ODP who participated. (U)

5. The DDA office directors were briefed recently on the revised Executive Order covering document classification. It is hoped this Executive Order, which should greatly simplify the classification process, will be signed by the end of the year. (U)

6. The D/ODP met with [] Chief, Analytic Support Group, NFAC, to discuss the new group functions. It is clear that he does not plan to duplicate ODP activities, but to create mechanisms which will help make ODP all the more useful to NFAC. (U)

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7. In addition to those already provided by ODP's MAG, suggestions from ODP personnel would be welcomed on the subject of how ODP's Career Development Plans can be improved. (U)

8. The present parking permits will remain valid until January 1982. (U)

9. The PO/ODP has notified ODP divisions and staffs that requests for restoration of forfeited annual leave, including supporting documentation, must be sent to D/OF by 30 April 1982. To qualify for restoration, the forfeited leave must have been forfeited because of illness or exigencies of the public business. The leave must have been requested in advance and in writing by the employee and approved in writing by the employee's supervisor prior to 29 November 1981. For further information contact PO/ODP on ext.

[] (U)

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10. [redacted] received a letter of appreciation from the Chief, Accounting Division, OF, for his work on GAS. (U)

13. Attached are copies of excerpts from the ODP Division and Staff reports, the ODP Personnel Report, and copies of our weekly report to the DDA. (U)



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Att: a/s

ODP 81-1474
5 November 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

Support to OP

PERHOSP (Personnel Hospitalization Insurance System) The Office of Communications (OC) has begun to install power and data lines at Ames building to support PERINSUR processing. Upon completion, the Office of Personnel Insurance Branch will have 11 dedicated Delta Data terminals strategically located in Ames building. OC's projected completion date is 30 November. During the interim, ODP Engineering Division plans to temporarily install five Delta Data terminals by 7 November at Ames building, room 503, to support conversion and system testing. [REDACTED]

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Support to OF

The Office of Finance notified us that two dictionaries were not updated for the Legislative Pay Increase (LPI). Therefore the maximum overtime rate, based on a GS-10/1, was incorrect for the pay period 23/81, and overtime was underpaid by \$0.71 per hour for certain grades. We met with OF personnel on 27 October to determine how we could pay the difference between the new and old overtime rates. [REDACTED]

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SAFE

Following replacement of a defective printer, acceptance tests for the Burroughs B6900 computer in the Northside Computer Center began on 2 November. The acceptance testing is expected to last a minimum of 30 days. Tours of the facility were given to Mr. Hineman, DD/NFAC and Mr. Rice, D/OCR on 2 November and to Mr. Fitzwater, DDA, on 4 November. [REDACTED]

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Events During the Coming Week

On 10 November, the Psychological Services Staff, OMS, is scheduled to brief D/ODP and members of the MZ Career Sub-Group Board on the [REDACTED] and its possible uses in employee placement and career development. [REDACTED]

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/s/ Bruce T. Johnson

Bruce T. Johnson

SECRET

Excerpts from ODP Div/Staff Reports for Week Ending
3 November 1981 (U)

Management (U)

As of 3 November, a total of \$6,700 was outstanding in 15 individual advances to ODP personnel. None were delinquent. (AIUO) [REDACTED]

Communication Support Requirements. MS/ODP forwarded to the DDA Management Staff a memorandum outlining two new Communications Support Requirements for FY 1985-FY 1988: CAMS2 Development Facility Support Backup which describes backup requirements for secure voice and data transmission systems for [REDACTED] starting in FY 1983; CAMS2 Communication Upgrade, New Locations which describes secure telecommunications requirements for 10 new locations, beginning in FY 1985. These requirements will be forwarded to the Office of Communications for costing and planning purposes. (S) [REDACTED]

Applications (U)

Support to OL. LIMS (Logistics Integrated Management System) Final software changes to ASAPS are being installed. System testing is scheduled for the week of 2-6 November. OL has reviewed the ASAPS User Manuals in preparation for user acceptance testing scheduled for 9-20 November. (U) [REDACTED]

P&PD. Coding of reports for the new Agency Copier Management System is continuing. Live data is now being keyed into the system by copier management personnel and some errors have been detected in the input handling programs. These errors have been identified and corrected. The first reports from the new system should be generated in the next week. (U) [REDACTED]

Support to ODP. GRAPHICS. The DUNN Camera interface for the Chromatics 7900 terminal was delivered to B Division and installed on the Chromatics terminal by the Graphics Group on 26 October. Testing of the interface cannot take place until the DUNN Camera is delivered to B Division. Delivery is scheduled for mid-November. (U) [REDACTED]

[REDACTED] left D Division on 30 October to begin her maternity leave. She will return some time in March 1982. (U)

Administrative (U)

The ODP Orientation was held on 3 November 1981 in the ODP conference room. Future Orientation courses will be held quarterly, with the next running to take place in January 1982. (U)

The final tally for the Consolidated Fund Campaign (CFC) was \$11,889. ODP exceeded its goal by 11.5%. Mr. Johnson congratulated those who contributed for their generous response. (U)

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